



**Michigan Supreme Court
State Court Administrative Office**

Michigan Hall of Justice
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John D. Ferry, Jr., State Court Administrator

DATE: February 11, 2004

TO: Chief Judges
cc: Court Administrators and Probate Registers

FROM: John D. Ferry, Jr.

RE: Amended SCAO Administrative Memorandum 2003-12
Caseload Report; Verification for Publication in Annual Report

The State Court Administrative Office will be compiling your caseload data from last year on March 1 for publication in The Michigan Supreme Court Annual Report. Each court is responsible for reviewing, correcting, and verifying its caseload data through the online *Caseload Reporting System* (CRS) before March 1. Reports will be included in the annual publication **as it exists in the database as of this date** provided all four quarters have been submitted, whether or not the court has submitted a verification form. A report which does not contain data from all four quarters will be published as "zero" caseload. A request to make corrections to the database after the due date will be made at the discretion of myself or Dawn Monk, the Deputy State Court Administrator; however, the corrections will not be included in the annual publication.

Below are instructions for finalizing your caseload report:

1. Finish entering or uploading the previous year's caseload data to the CRS no later than January 30.
2. Run the **Missing Reports** feature on CRS to make certain there is no missing data. Correct as needed.
3. Generate the **Court Caseload Detail** output report available through the **View Reports** menu on CRS for the reporting year just completed and review it for accuracy. The numbers on the **Court Caseload Detail** were compiled using the quarterly caseload reports that your court posted to the caseload reporting system. The first line indicates the beginning pending figures from the 1st quarter caseload report. The totals on the other lines were determined by adding the corresponding numbers indicated on all quarterly reports. The last line indicates the ending pending numbers for the reporting year. **There should be no negative numbers on the ending pending line.** If there are negative numbers in any of the columns, an error was made

and needs to be corrected. In addition to the above, the circuit and probate summaries contain other caseload information which should be verified.

4. Make any necessary corrections to the caseload data before March 1 by entering the corrections via the **Caseload Data Entry** screens on CRS. Under no circumstances should corrected data be submitted through the **Upload Caseload Data Files** feature. Generate the **Court Caseload Detail** output report again and review it for accuracy.
5. Once satisfied that the caseload data is accurate, generate the **Court Caseload Summary** available through the **View Reports** menu on CRS for the reporting year just reviewed and corrected. This Summary will be generated by the State Court Administrative Office on March 1 for publication in The Michigan Supreme Court Annual Report; Statistical Supplement. Once satisfied that the **Court Caseload Summary** is appropriate for publication, complete and submit the **Caseload Data Verification** form on CRS before March 1. You will receive an e-mail notice stating the date and time your verification was received by the State Court Administrative Office.

Verification of the **Court Caseload Summary** for the entire court must be approved by the chief judge before the **Caseload Data Verification** form is submitted.

As stated previously, if a full year of caseload data has not been received by a court by March 1, your report will be included in the annual report showing “zero” caseload, and a full year of caseload data received but not reviewed, corrected, and verified by March 1 will be published as it exists in the State Court Administrative Office database (based on the **courts** submission of that data via CRS).

Caseload data reported to the State Court Administrative Office will be made available to anyone who requests it for statewide or local analysis after a full reporting year has been completed, the verification process is completed, and the data is published in The Michigan Supreme Court Annual Report.

If you have any questions about this process, please contact the Trial Court Services Director at (517) 373-7496.